



ARIZONA FIRE & MEDICAL AUTHORITY

GOVERNING BOARD SPECIAL MEETING

MINUTES

Tuesday, April 28, 2020

MINUTES

1. **CALL TO ORDER / ROLL CALL OF BOARD MEMBERS / AFFIRMATION OF QUORUM**

Board Chairman Wilson called the meeting to order on Tuesday, April 28, 2020, at 9:15 a.m. The meeting was held telephonically due to social distancing requirements relating to the COVID-19 pandemic.

Members Present: Board Chairman David Wilson, Board Clerk Dawn Miller, and Board Members Richard Bookie, John Crawford and Karen Gueltzow

Members Absent: None

Staff Present: Fire Chief Rob Biscoe, Assistant Chief Mary Dalton, Finance Manager Diane Goke and Authority Clerk Dusty Christopherson

Legal Counsel: Legal & Intergovernmental Affairs Director Lee Miller

Guests Present: North County Fire & Medical District Board Members Tony Sambol and Smitty Smith; South County Fire & Medical District Board Member Diane Price

Media Present: None

2. **CALL TO THE PUBLIC**

There was no response to the Call to the Public.

3. **ACKNOWLEDGEMENT OF NEW BOARD MEMBER – KAREN GUELTZOW, SOUTH COUNTY FIRE & MEDICAL DISTRICT REPRESENTATIVE**

Chairman Wilson welcomed Ms. Gueltzow onto the Arizona Fire & Medical Authority Governing Board.

4. **FINANCIAL SUMMARIES AND AUDIT REPORTS**

A. Arizona Fire & Medical Authority Financial Reports for March 2020 – Diane Goke, Finance Manager.

Diane Goke, Finance Manager presented the Arizona Fire & Medical Authority Financial Reports for March 2020 and answered any questions from Board Members.

Rob Biscoe, Fire Chief, stated that the April/May/June financial reports could be where we see changes in property tax revenue or ambulance revenue declines, however, the totality of financial changes due to COVID-19 may not be known for some time. Staff has begun to work with an economist to help sort out the potential financial impacts.

In response to an inquiry, Chief Biscoe noted that Staff is working with the Federal Emergency Management Agency (FEMA) and the Arizona Department of Emergency and Military Affairs to apply for COVID-19 expense reimbursements. It is unknown at this time how successful that effort will be or for how much any reimbursements will be. Some applications require an agency to show revenue decline, and that will take time to demonstrate.

5. **CONSENT AGENDA**

- A. Approve Monthly Financial Report for March 2020.
- B. Approve Board Meeting Minutes – March 24, 2020.
- C. Adopt Proclamation declaring the week of May 3-9, 2020 as Public Service Recognition Week.
- D. Adopt Proclamation declaring the week of May 17-23, 2020 as National Emergency Services Week.

Board Member Bookie moved that the Arizona Fire & Medical Authority Governing Board approve all items on the Consent agenda, including the March 2020 Monthly Financial Reports and account reconciliations per Arizona Revised Statutes including, but not limited to, the following: Register of Checks, Warrants & Deposits; Statement of Financial Activities; Statement of Net Assets; and Cash Flow Projection Report. Board Member Gueltzow seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Gueltzow, Miller, Wilson
NAYS: None
ABSENT: None

6. **REGULAR BUSINESS**

- A. Discussion relating to the COVID-19 Pandemic.

Kane Nixon, Division Chief – Planning, presented the Governing Board with an update on the COVID-19 Pandemic, including national statistics, Arizona statistics, heat map of cases by zip code, testing numbers versus positive results, testing blitz by State of

Arizona, the Framework for Reopening America, proposed gating criteria, and case numbers versus hospital capacity.

Chief Nixon continued by providing the Governing Board an update on AFMA specific statistics, including call volume and positive cases by zip code. Chief Nixon noted that due to low testing numbers, AFMA crews are treating every patient as a COVID-19 positive case. Chief Nixon explained a drop in overall call volume and stated that that could be attributed to fear of people calling 9-1-1 and then transported to the hospital. Messaging is increasing to encourage people to continue to dial 9-1-1 should they need emergency help.

Chief Biscoe stated that traditional Personal Protective Equipment (PPE) supply chains have dried up, but that FEMA loaned the State of Arizona a large decontamination unit that can disinfect up to 30,000 units at a time. This unit should help PPE stretch through the pandemic.

Board Member discussion ensued relating to the need for unified messaging to the Authority communities, agency partnership with the Recreation Centers, and the efforts by retail organizations to encourage social distancing and mask usage.

In response to an inquiry relating to occupational exposure, Chief Biscoe noted that the Authority saw one individual with a positive test result early on in the pandemic, and one potential case currently undergoing testing, and noted that increased testing will be key to understanding the full picture of exposure rates.

B. Discussion relating to COVID-19 Pandemic Emergency Expenditures.

Diane Goke, Finance Manager presented the Arizona Fire & Medical Authority Pandemic Emergency Expenditures and answered any questions from Board Members.

Chief Biscoe stated that this report will stay on the AFMA agenda through the end of the pandemic. There are a significant number of reimbursement programs being announced, but it still not known who will qualify or how reimbursements can be requested. It may take several more months until the revenue side of the equation is fully known.

C. Discussion and Possible Action relating to the adoption of Resolution No. AF20-0428-1, Reimbursement Agents for COVID-19 related expenses.

Board Clerk Miller moved that the Arizona Fire & Medical Authority Governing Board adopt Resolution No. AF20-0428-1 naming specific personnel as Agency Representatives for the purpose of obtaining COVID-19 related expense reimbursements. Board Member Crawford seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Gueltzow, Miller, Wilson

NAYS: None

ABSENT: None

D. Discussion and Possible Action relating to the approval of Policy Manual Policy No. 6.06 – Families First Coronavirus Response Act (FFCRA) Emergency Paid Leave Temporary Policies.

Mary Dalton, Assistant Chief, stated that Policy Manual Policy No. 6.06 – Families First Coronavirus Response Act (FFCRA) Emergency Paid Leave Temporary Policies is proposed in compliance with the Families First Coronavirus Response Act (FFCRA) for Emergency Family and Medical Leave and Emergency Paid Sick Leave which is effective April 1, 2020 through December 31, 2020 and entitles eligible employees certain leave provisions due to the COVID-19 pandemic.

Board Member Crawford moved that the Arizona Fire & Medical Authority Governing Board approve Policy Manual Policy No. 6.06 Families First Coronavirus Response Act Emergency Paid Leave Temporary Policies. Board Clerk Miller seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Gueltzow, Miller, Wilson

NAYS: None

ABSENT: None

E. Discussion relating to the Nationwide 401(A) and 457 Plan Changes as allowed by the CARES Act.

Assistant Chief Dalton stated that one of the CARES Act changes was to allow specific retirement plans to provide for emergency withdrawals penalty free for participants who have been impacted by COVID-19. Administrative Staff has worked with Nationwide to process the related paperwork. No motion on this item is necessary.

F. Discussion and Possible Action relating to approval of an Intergovernmental Agreement with the City of El Mirage relating to shared firefighter staffing.

Assistant Chief Dalton stated that the shared staffing agreement with the City of El Mirage will allow the Authority to share staffing with a neighboring jurisdiction in the case of emergency illnesses or other staffing shortages. In this agreement each agency agrees to fully reimburse the other for all expenses within 30 days. This shared staffing agreement will not impact any overtime offerings to current staff but will only be utilized as a back-up plan.

Chief Biscoe noted that the North County Fire & Medical District (formerly Sun City West Fire District) has had a shared staffing agreement in place with the Sun City Fire Department since 1998, and the agreement as run quite smoothly with no concerns.

Matthew Burry, AFMA Chapter of the United Sun Cities Firefighter Association stated that labor is in favor of the shared staffing agreement.

Board Clerk Miller moved that the Arizona Fire & Medical Authority Governing Board approve the Intergovernmental Agreement with the City of El Mirage related to shared firefighter staffing. Board Member Bookie seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Gueltzow, Miller, Wilson
NAYS: None
ABSENT: None

G. Discussion and Possible Action relating to adoption of Resolution No. AF20-0428-2, authorizing entry into an Arizona Fire Districts Workers' Compensation Pool.

Assistant Chief Dalton reviewed the history of firefighter workers' compensation concerns and the related presumptive cancer laws as well as the rising insurance rates and the limited options to fire districts to obtain workers' compensation insurance. Assistance Chief Dalton stated that to date, fire districts are the only government agency to purchase private worker's compensation insurance.

Assistance Chief Dalton explained that the resolution before the Board will authorize AFMA to join a workers' compensation pool with other fire districts across the State. It is anticipated that joining this pool will allow the Authority to realize lower insurance premiums/costs, realize expedited service of claims, as well as provide employees additional training relating to cancer awareness and prevention.

Board Member Bookie expressed his appreciation to Staff for researching this option and stated that he is in favor of joining the workers' compensation pool with other fire districts.

Board Member Crawford moved that the Arizona Fire & Medical Authority Governing Board adopt Resolution No. AF20-0428-2, authorizing entry into an Arizona Fire Districts Workers' Compensation Pool. Board Member Bookie seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Gueltzow, Miller, Wilson
NAYS: None
ABSENT: None

H. Discussion and Possible Action relating to a Donation Fund Expenditure – purchase of one LUCAS Chest Compression Device.

Rob Helie, Division Chief – Operations, stated that before the Board is a request to purchase one LUCAS Chest Compression Device. This device will be housed at Station 104 which is the last of AFMA’s stations to receive this device.

7. **SUGGESTED ITEMS FOR FUTURE BOARD MEETING AGENDAS**

There were no suggested items.

8. **ADJOURNMENT**

The meeting adjourned at 11:08 a.m.

Dawn Miller

Dawn Miller (May 31, 2020 22:30 PDT)

Dawn Miller, Board Clerk

April 28 2020 Minutes

Final Audit Report

2020-06-01

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